# Phase 2 – Census 2000 Redistricting Data Program

# The Voting District Project

# Procedures for Verifying Voting Districts and State Legislative Districts

# I. Overview

The Census Bureau is conducting the Voting District Project (VTDP) as Phase 2 of the Census 2000 Redistricting Data Program.  The final activity in Phase 2 is the verification stage.  During the verification stage of this project, appropriate state officials should:

• Correct any errors and omissions that may have occurred when the Census Bureau inserted voting districts (VTD) and senate and house state legislative districts (SLD) into the TIGER® data base.

• Adjust any VTDs that must follow legal boundaries, such as corporate limits, minor civil division (MCD) limits, or American Indian area (AIA) boundaries that have moved as a result of the 1999 and/or 2000 Boundary and Annexation Survey (BAS).  Note:  Boundaries for Census 2000 are those legally in effect on January 1, 2000.

After reviewing these VTDP verification materials, participating states are to provide their Census Bureau Regional Census Center (RCC) geographic staff with maps showing all changes and corrections required.

# II. Schedule

The Census Bureau currently plans to deliver the VTDP verification products to most participating states on a flow beginning in March 2000 and continuing through April.  **The Census Bureau requests that participating states review the materials and return any corrections within one month after receiving the materials.**  States with extenuating circumstances may request more time through the Census 2000 Redistricting Data Office.

# III. VTDP Verification Products

The Census Bureau will provide each participating state with a VTDP Verification TIGER/Line® file and will provide one copy of the VTDP Verification Maps if requested by the participating state.

VTDP Verification Maps

The VTDP Verification Maps should reflect the state's VTDP submissions and feature updates and corrections as discussed with the RCC geographic staff.  The maps show all VTD and senate and house SLD boundaries, codes, and names.  These maps also include updates to the TIGER data base from other Census Bureau programs.  The VTDP Verification Maps are organized by county or statistically

equivalent entity with the exception of Massachusetts, which is organized by MCD (city and town).

The scale and sheet layout of VTDP Verification Maps matches the scale and sheet layout of the VTDP Annotation Maps.  A legend is provided on the VTDP Verification Maps.  The legend identifies the symbolization for VTD and SLD boundaries.

• VTDP Verification Map Colors

The Census Bureau distinguishes feature types by the use of different colors on the VTDP Verification Maps.  The verification color scheme is the same as the VTDP Annotation Maps.

BLACK

All highways, roads, streets, unimproved roads, jeep trails, driveways, and other roads.  All named street features show the name in black.  Black also is used for power and pipelines and some acceptable non-standard features, such as line-of-sight extensions, point-to-point lines, and fence lines.

BLUE

All hydrography.  All named water bodies and drainage show the name in blue.  All line features in water bodies are eligible for use as a VTD boundary.

RED

Features shown in red are not eligible to be held as a VTD boundary (except when within a water body).  If there are questions regarding the validity of these features, please consult the RCC geographic staff.  See Attachment B for the names and e-mail addresses for RCC geographers.

VTDP Verification TIGER/Line Files

The Census Bureau provides state participants with VTDP Verification TIGER/Line files on CD-ROM.  The VTDP Verification TIGER/Line file can be used to view the state VTDP submissions, feature updates, and corrections as discussed with the RCC geographic staff.  These files also may include updates to the TIGER data base from other Census Bureau programs.

The Census Bureau includes TIGER/Line file documentation and these verification procedures on the CD-ROM.

## IV. State Participant Review of the VTDP Verification Products

- VTD Boundary Review

  Inspect all VTD boundaries to ensure that they are following the correct features and alignment. All SLD boundaries are acceptable VTD boundaries. VTD boundaries may follow any of the lines shown on the VTDP Verification Maps in black or blue. A VTD boundary cannot follow a line shown on the VTDP Verification Map in red (unless that line is in water).

  If using the VTDP Verification TIGER/Line file to review the VTD boundaries, the line segments with the following Census Feature Classification Codes (CFCCs) are NOT acceptable as VTD boundaries:

  A12, A16, A22, A26, A32, A36, A42, A46, A52, A60, A61, B02, B12, B22, B32, C00, C30, E00, F00, F14, F15, F23, F24, F43, F50, F60, F70, F71, F72, F73, F74, F80, F82, F83, F84, F85, F87, G00, G30, X00.

  The exception is if any line feature with any of these CFCCs has water polygons on each side.

  The Census Bureau recommends displaying the features with these CFCCs in red in order to highlight them as unacceptable boundaries.

  Legal boundaries shown in the VTDP verification products may have moved since the VTDP annotation products were delivered. This movement may be the result of legal boundary changes and/or drafting corrections obtained from the 1999 BAS or, in some cases, the 2000 BAS. As required, move all VTDs that must maintain a geographic relationship (float with legal boundaries) to the new location of the boundary. (See Sections VI and VII for more details about this process).

- SLD Boundary Review

  Inspect all senate and house SLD boundaries to ensure that they are correct. SLD boundaries may follow any line shown on the VTDP Verification Map regardless of color.

- VTD and SLD Code Review

  On the VTDP Verification Maps, verify that the correct VTD code
  (1- to 6-character alphanumeric) and SLD code (1- to 3-character
  alphanumeric) are shown.

  In the VTDP Verification TIGER/Line file, the VTD codes are stored in
  Record Type S in the field identified as VTD, and the SLD codes are
  stored in Record Type S in the fields identified as SLDU (Upper
  Chamber) and SLDL (Lower Chamber).

  Verify that the VTD and SLD codes are shown within their correct
  areas.

- VTD Names Review

  On the VTDP Verification Maps, the VTD names are shown in the
  map margin next to the VTD code. If the VTD code is also the name,
  that code is shown in the margin twice, once as a code and once as
  the name.

  In the VTDP Verification TIGER/Line file, the VTD names are shown
  on Record Type C in the field labeled NAME associated with entity
  type V records.

  If the VTD name shows "VTD name not provided", this indicates that
  a VTD name was not provided for that corresponding VTD code by
  the state participants.

  The Census Bureau is not maintaining the names for SLDs.

- Pseudo or Actual VTD Indicator

  The Census Bureau indicates an actual VTD with an asterisk after
  the VTD name. A VTD name with no asterisk means that the VTD is
  a pseudo area or that the state did not indicate whether it was actual
  or pseudo.

  The pseudo or actual indicator distinguishes VTDs that are depicted
  accurately from those that are depicted approximately (actual versus
  pseudo).

  On the VTDP Verification Maps, verify that any and all actual VTDs are
  correctly identified with an asterisk.

In the VTDP Verification TIGER/Line file, using Record Type C, verify that the indicator code values are correct. The indicator codes are stored in the field identified as PLACEDC and the legal values in the TIGER/Line files are:

X = actual
Z = pseudo
blank = not assigned

# V. Submitting Corrections for VTDs and SLDs

- For counties (MCDs in Massachusetts) for which no change is required, send e-mail documenting the name or code for each county (or MCD) with no corrections to the respective RCC geographic staff.

- **For counties (or MCDs) with VTD and SLD boundary corrections, the Census Bureau requires that all verification corrections be submitted to the RCC on the VTDP Verification Maps or other paper maps acceptable by the appropriate RCC geographic staff.** The Census Bureau will not accept polygon equivalency files for changes to VTDs and/or SLDs. The Census Bureau will accept the following types of maps to submit corrections:

  1) VTDP Verification Maps annotated with corrections.

  2) Copies of the VTDP Verification Map annotated with corrected information (boundary, code, or name).

  3) Paper sketch maps generated from the VTDP Verification TIGER/Line file by Geographic Information System software and approved by the RCC geographic staff.

  4) Digital maps, such as bit maps, generated from the VTDP Verification TIGER/Line and approved for use by the RCC geographic staff.

  Submit corrections for VTD and/or SLD boundaries that follow incorrect features to the appropriate RCC geographic staff. Only corrections to VTD and/or SLD boundaries are allowed for this program.

  If copying only a portion of the VTDP Verification Map, be sure to include the state/county code and enough map information to enable the RCC to locate the area that needs correction.

Sketch maps must clearly show the incorrect VTD or SLD boundary crossed out with Xs and the annotated correct boundary in the appropriate color (see below). The correct boundary must follow an acceptable CFCC feature. Unacceptable CFCC features are specified on page 4 and again on page 8 of these procedures.

**To submit boundary corrections:**

For VTD boundaries, X out the incorrect VTD boundary in ORANGE and highlight the correct feature in ORANGE on the VTDP Verification Map or acceptable sketch map.

For those VTD boundaries that must float with legal boundaries, X out the boundary in YELLOW and highlight the correct boundary in YELLOW on the VTDP Verification Map or acceptable sketch map.

For senate SLD boundaries, X out the incorrect senate SLD boundary in PURPLE and highlight the correct feature in PURPLE on the VTDP Verification Map or acceptable sketch map.

For house SLD boundaries, X out the incorrect house SLD boundary in GREEN and highlight the correct feature in GREEN on the VTDP Verification Map or acceptable sketch map.

If a feature that was selected as a VTD boundary during the annotation phase was deleted in the Census Bureau's TIGER data base as a result of other census activities, the RCC geographic staff researched the deleted line segments to determine if the line can serve as a VTD boundary. This research resulted in a variety of outcomes. If research showed the feature should not have been deleted, it was reinstated. If research showed the feature was incorrectly identified in the TIGER data base, the CFCC was changed to identify it correctly. If the RCC staff could not find any evidence of the features existence, they called the state contact to negotiate moving the VTD boundary. Each state should have reached an agreement with the RCC geographic staff on how to resolve these situations. In some cases, the VTD boundary was moved to a nearby acceptable feature. In other cases, VTDs were combined. If there are any VTD boundaries that are not acceptable, they should be moved during this verification stage.

**Acceptable features are defined as:**

1)  All SLD boundaries.

2)  All blue and black lines on the VTD Verification Maps.

3) All lines in water (including red lines).

4) All CFCCs in TIGER/Line except the following, which are unacceptable:

    A12, A16, A22, A26, A32, A36, A42, A46, A52, A60, A61, B02, B12, B22, B32, C00, C30, E00, F00, F14, F15, F23, F24, F43, F50, F60, F70, F71, F72, F73, F74, F80, F82, F83, F84, F85, F87, G00, G30, X00.

- VTD and SLD Code Corrections

  Review the VTD and SLD codes on the VTDP Verification Map or in the TIGER/Line file.  Make sure that the code is shown exactly the way the state wants the code to look in the presentation of the Public Law (P.L.) 94-171 Redistricting Data that the Census Bureau will deliver as part of Phase 3 of this program.  The code should be an easy-to-use key which links the data to the appropriate geographic area and name.

  **To submit code corrections:**

  For <u>VTD codes</u>, X out the incorrect code in ORANGE and annotate the correct code in ORANGE on the VTDP Verification Map or acceptable sketch map.

  For <u>senate SLD codes,</u> X out the incorrect code in PURPLE and annotate the correct code in PURPLE on the VTDP Verification Map or acceptable sketch map.

  For <u>house SLD codes,</u> X out the incorrect code in GREEN and annotate the correct code in GREEN on the VTDP Verification map or acceptable sketch map.

- VTD Name and VTD Indicator Corrections

  Review the VTD names and the optional VTD indicator (actual or pseudo) on the VTDP Verification Map or in the TIGER/Line file. Make sure that the name is shown exactly the way the state wants the name to look in the presentation of the P.L. 94-171 Redistricting Data that the Census Bureau will deliver as part of Phase 3 of this program.  If the name is supposed to be the same as the code, make sure that they agree and both are correct.  The Census Bureau does not recommend (but will allow) using a numeric for the name if the numeric is different from the code, for example;  VTD code 14

associated with a VTD named "11". If the VTD name shows "VTD name not provided", provide the desired name for the VTD.

**To submit name and indicator corrections:**

Summarize all VTD name and/or indicator corrections into a single document. Send the summary to the RCC geographic staff. Use either paper or e-mail to transmit corrections to the names and indicators. Be sure to include in the summary the following:

- State and county (and MCD in Massachusetts) names or codes.

- VTD code associated with the name or indicator being corrected.

- Instructions for the Census Bureau to make the name corrections; for example:

  07 013 000612 change Nossaway to Nassaway

- Instructions for the Census Bureau to make the indicator corrections; for examples:

  07 013 000612 change (blank) to A

  07 013 000754 change P to A

  43 008 25 change A to P

  Example for both name and indicator correction:

  07 013 00612 change Nossaway to Nassaway, change P to A

  **NOTE: TIGER/Line files use X for actual and Z for pseudo VTD indicator codes. For submitting corrections, use A for actual and P for pseudo.**

## VI.  Keeping Legal Area Boundaries and VTD Boundaries Identical

Whenever a VTD boundary follows the boundary of a legal entity, the two boundaries can diverge if a correction, annexation, or detachment occurs to the boundary of the legal entity.  The Census Bureau includes the following as legal or administrative entities:

American Indian reservations
American Indian off-reservation trust lands
Alaska Native Regional Corporations
Hawaiian home lands
States (and equivalent entities)
State legislative districts
Congressional districts (106$^{th}$ Congress)
Counties (and equivalent areas)
Incorporated places (cities, towns, villages, boroughs)
Minor civil divisions (towns, townships, districts, and so forth)
School districts

When the boundary of a legal entity is changed, the Census Bureau requires information from the state liaison about where to move the VTD boundary.  This is the reason the Census Bureau requested states to use a different color (yellow) on the VTDP Annotation Maps to identify which VTDs were following a legal boundary and which were not. Those states that submitted the VTDs via a polygon equivalency file during the annotation phase had the option to tell the Census Bureau about geographic relationships between VTDs and legal entities in a file called the ssccc.vr file.  The Census Bureau will use this information when adjudicating a change in a legal boundary with a VTD boundary. However, in addition, **the Census Bureau requires written documentation from the state authorizing the Census Bureau to make these changes.**  For this reason, we have included Attachment A to these procedures, a form for each state to use to indicate whether or not the Census Bureau can make certain decisions about floating or moving VTD boundaries.

If a state submitted boundaries annotated in yellow on the VTDP Annotation Maps and the VTDP Verification Maps or, if a state has submitted a ssccc.vr file, please indicate this on Attachment A.  The Census Bureau will use this information to float the VTD to the new location of the legal entity in situations where the change is unambiguous and affects only two VTDs involving a insignificant number housing units and/or minimal land area.  In these cases, the RCC provides the state with documentation for each change that is
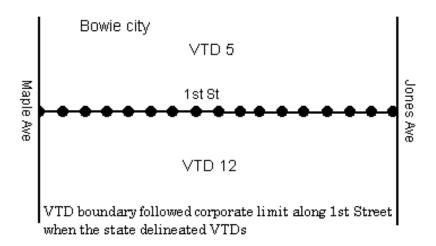
made during this process.  Figures 1 and 2 are examples of moves where only two VTDs are affected by an unambiguous change.
If a state contact did not indicate which VTDs have a geographic relationship with a legal entity boundary, the state may indicate on Attachment A that the Census Bureau has permission to float VTD boundaries in situations where only two VTDs are affected.  Use Figures 1 and 2 on the following page to help visualize where this type of change might be required.

If a state contact cannot give the Census Bureau permission to float a VTD boundary even if only two VTDs are involved, indicate this on Attachment A.  For states indicating that the Census Bureau cannot move any VTD boundaries, the RCC geographic staff will contact the state liaison in each situation to determine how to change the VTD. This may include combining two or more VTDs if no alternative is found.

If timely consultation from the state regarding the determination of alternative VTD boundaries is not achieved, the RCC geographic staff may have to exercise their best judgement on the alternative boundary location.
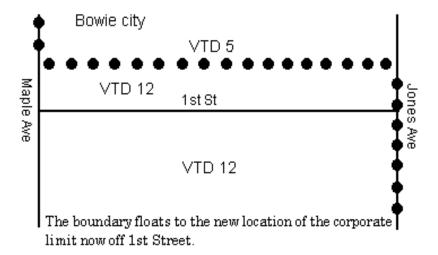
Figures 1 and 2 provide an example of a VTD boundary that floats to the new location of the legal boundary with permission from the state. During the annotation phase, the legal boundary followed a road; a subsequent boundary change moved the legal boundary north of the road.  The VTD boundary in this example was following the Bowie city limit rather than the road, and therefore would be "moved" (float) to the new location of the Bowie city limit.  Both sides of 1st Street would be in VTD 12 as a result of this move.
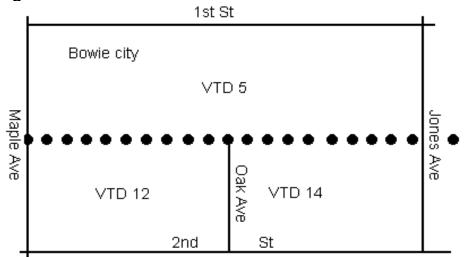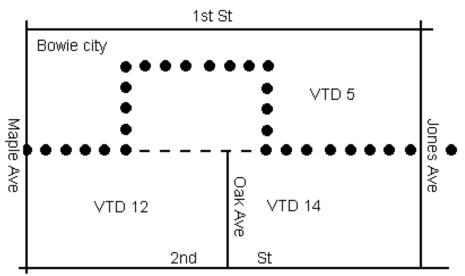
**Figure 1**



**Figure 2**

Figures 3 and 4 provide an example of a complex legal boundary change because the change affects more than two VTDs and the adjustment is not straight forward. The Census Bureau will contact state liaisons in each of these cases to work out a viable alternative so that the problem illustrated in Figure 4 can be reconciled.

**Figure 3**



The boundary between VTD 5 and VTD 12 and between VTD 5 and VTD 14 follows the corporate limit. The boundary between VTD 12 and VTD 14 follows Oak Avenue which intersects the corporate limit.

**Figure 4**



The corporate limit has moved, which affects the boundary for all 3 VTDs.

Superceded corporate limit unacceptable as a VTD boundary.

## VII. Schedule for Adjudicating VTD and Legal Entity Boundaries

During the verification process, each state is responsible for adjusting VTD boundaries that were intended to follow a legal boundary, but that now do not because the legal boundary moved since the annotation phase of this program. This change will likely be the result of the 1999 BAS, but in some cases, the boundary change may reflect the results of the 2000 BAS. Use the procedures outlined in Section V of this document to show the correct location of the VTD boundary.

After the verification process is complete, the Census Bureau will continue to monitor the relationships between VTD and legal entity boundaries to ensure that when it creates the tabulation blocks, the VTD boundary is following the intended boundary. To complete this task, the RCC geographic staff, or in some cases, the Geography Division Headquarters staff will contact the state liaison to discuss the VTD boundary. Please be aware that this is a continuing process, and that the Census Bureau will have to resolve these boundary discrepancies as quickly as possible to meet the deadline for identifying and numbering tabulation blocks. Outlined below is a tentative schedule for each of these activities. Each activity is a critical step toward the final commitment to the states: to deliver the geographic products one month before the Public Law (P.L.) 94-171 data, which will be delivered by April 1, 2001.

| | |
|---|---|
| March-April 2000 | Census Bureau delivers verification materials |
| March-May 2000 | State returns corrected VTD/SLD boundaries, codes and names or confirms no changes are required |
| March-June 200 | Census Bureau conducts the Boundary Validation Program |
| May-August 2000 | Census Bureau corrects legal boundaries and edits VTD boundaries to ensure that, where required, the two boundary types are synchronized |
| September-November 2000 | Census Bureau creates the tabulation blocks |
| January-February 2001 | Census Bureau delivers P.L. 94-171 geographic products |

## VIII.  Questions, Concerns, or Comments

If you have any questions on the VTDP verification process, please contact the appropriate RCC geographic staff.  The RCC geographic staff names, addresses, and e-mail addresses are listed on Attachment B.   Other operational and technical questions, concerns, or comments can be addressed to:

Mr. John Byle
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Ms. Jamie Rosenson
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Mr. Robert LaMacchia
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Other general and overall program questions can be addressed to:

Mr. Marshall Turner
Chief, Census 2000 Redistricting Data Office
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# Census 2000 Redistricting Data Program

### Phase 2 VTDP Instruction Form

State:    _____

Liaison:    _____

☐    State indicated VTD boundary and legal boundary relationships using yellow on the VTDP Annotation Maps or provided a ssccc.vr file.

☐    For the purpose of reporting data for Census 2000, the Census Bureau can move the voting district (VTD) boundaries when the VTD follows a legal boundary that has moved.  This permission to float the boundary applies only to those situations where only two VTDs are affected.  The Census Bureau will contact the state liaison in all cases where a VTD boundary follows a legal boundary that has been moved in such a way that more than two VTDs are affected or with significant street pattern is affected.

☐    The Census Bureau cannot float VTD boundaries to follow the most current location of a legal boundary without contacting the state liaison named above.

**NOTE:**

For an explanation of legal entities and some examples of boundary changes that affect two VTDs versus those that affect more than two, please refer to the Procedures for Verifying Voting Districts and State Legislative Districts, Section VI, pages 10-13.

# Regional Census Center Liaison and Address List

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**Kings (36047),**
**Nassau (36059),**
**New York (36061),**
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**Richmond (36085),**
**Rockland (36087),**
**Suffolk (36103),**
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## Philadelphia

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